

**Department of Human Services
Benefit, Employment, and Support Services Division**

FIRST-TO-WORK (FTW) EDUCATION POLICY

The Department of Human Services supports the educational goals of persons in the Temporary Assistance to Needy Families (TANF) program. If you are enrolled in the FTW program, you may pursue Adult Education, Vocational Education, or Post-Secondary Education as part of your program requirements.

The FTW program is a work attachment model that requires you participate in a work activity. The goals of the FTW program are to help you find work and become self-sufficient. If you choose to enroll in training or educational classes, you must also participate in a work activity. Support services are available while you are participating in a work activity or going to school.

Before educational or training classes are approved, an individual assessment will be completed. Your worker will review your interests and the course of study to determine if it will lead to paid employment. You will also take an aptitude test to determine if you are ready to enroll in classes.

FULL TIME EDUCATIONAL INCENTIVE PROGRAM:

For full time students, the FTW program has an overall participation requirement of 20 hours per week to encourage you to attend training or educational classes. The total training or educational hours and work activity must total no less than 20 hours a week, with a minimum work activity requirement of 4 hours a week of paid employment. For example, if you are enrolled for 12 credits, you are considered to be attending school for 12 hours a week and would need to work 8 hours a week. If another participant is enrolled for 18 credits, the participant is considered to be attending school for 18 hours a week and would need to work the minimum 4 hours a week. Classroom hours will continue to be counted as contact hours within the educational activity.

OTHER EDUCATIONAL PROGRAM:

If you are going to school part-time or do not qualify for the Full-Time Educational Incentive Program, the overall participation requirement is 32 hours a week. Once the education hours are determined, the remainder of the required hours may be in either paid or unpaid work activity.

MAINTAINING THE WORK ACTIVITY:

New students or those attending school when they join the FTW program will have 30 days to meet the work activity requirement. If a change occurs in your student status or in your work activity hours, you will have 30 days to meet the program requirements. For example, if a student begins the semester as a full-time student and drops a class, the full 32 hour requirement must be met within 30 days from the day the student dropped the class.

SPECIAL CONDITIONS:

The school or program you are enrolled in will determine if you are a full-time or part-time student.

An internship, practicum, externship, or any other work training required by a course of study, whether paid or unpaid, will count towards meeting the work activity.

A waiver of the work requirement is available for educational programs that are less than one year in length and require a minimum of 32 hours per week of classroom activity.

Homework or study time does not count towards the weekly hours of participation in any program.